

# STATE OF ARIZONA

## DEPARTMENT OF REAL ESTATE

### Licensing and Professional Education Division

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# M E M O R A N D U M



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**TO:** Licensed Real Estate Schools  
**FROM:** Cindy Wilkinson, Division Director  
**DATE:** July 6, 2006  
**SUBJECT:** Update

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The Education section's Joe Amy retired in early June, and we're searching for a quality candidate to fill the Administrative Assistant 3 position. If you know any candidates, please direct them to the State job website at <https://secure.azstatejobs.gov/>. Education applications are backlogged. We've just wrapped up review of applications filed the last of March, and the mail continues to pour in.

The prescribed prelicensure course outlines are available from the Department's webpage. If you're teaching real estate prelicensure education you need to be following these outlines. Be sure to show the Prelicensure DVD to students during or before the first class session.

There is a misunderstanding that a school which provides the Department with a 14-day notice that it will hold a particular course, and does not hear an objection from the Department has in some way received approval: Not so. The requirement to provide notice of a course for which credit leading to licensure or license renewal will be issued applies only when the school has received Department approval for the course and for the instructor who will teach it. Given the current workload, it is unlikely that the Department will respond to a Notice and alert a school that there is a problem with the scheduled class before the class is held. It is the school's responsibility to ensure that it issues credit hours only for courses **for which it has approval**. Issuance of approval to one school does not entitle another school to present the course for credit hours. Check the Public Database for courses approved for your school. Keep in mind that only current courses will appear there, and no course numbers. If you have a question on a particular course, send an email to me, Gloria Broege or Colin Austin. (email address format is first initial and last name --no spaces or periods--followed by @azre.gov)

The Arizona Real Estate Educators Association (AzREEA) is presenting a Course Development Workshop in early September. A key objective of the workshop is for school administrators to learn how to put together a course application that will get approved the first time. I hope that each licensed school (and prospective schools) will send at least one representative to the program, who can then relay the information to others involved in the process. Watch for details from AzREEA as they become available.

We're going to put Education Rules "ideas" out on the webpage for your review and comments. This is a preliminary to the formal rulemaking process. Many of the ideas will not be a surprise, but are items that need to be specifically stated (clarified) in the rules. They will be numbered for reference, not priority.

If your school wants to present a course for Arizona real estate credit hours outside of Arizona, we suggest you notify the Department as early as possible. You will need to arrange for a Department auditor to audit the class or the course to be recorded (either is at the school's expense). One or the other is required, and which one the school must do is at the Commissioner's (Department's) discretion. A.R.S. 32-2135

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Original signatures are required on the LI-226. This means the candidate and the broker(s) original signatures. This key piece of information establishes the candidate's eligibility under the statute to seek licensure as a broker. A candidate is to file all required LI-226 forms to the Department together in one package, not have them sent in piece-meal by the candidate's broker(s). The form on the website has been revised to reflect this already. Effective 10/1/2006, LI-226 forms received with copied or faxed signatures will be returned to the candidate.

Thomson-Prometric (the contractor providing the state license examination) has created the Prelicensure Education Certificate in an electronic format. It is in PDF format with editable fields that you can 'mail-merge' with student data upon the student's completion of the prelicensure course and passing the school's final examination. The Hogan School of Real Estate in Tucson has been working with the Department and Thomson-Prometric to test this new functionality, and has pronounced it a success. Please contact Colin or me if you have questions or would like to receive an electronic copy of the form. (An ink ('wet') signature is still required.)

Thomson-Prometric is working on a revised Candidate Information Bulletin that will include the revised form to specify original signatures, as well as the updated test content/allocation (estimated release date 9/15/2006).

Thomson-Prometric had some software difficulties over the last two weeks that adversely impacted candidates trying to schedule test times. The problem should be corrected and candidates again able to schedule tests within two weeks or sooner. If you are not getting feedback from students to that effect, please contact me with specifics.

We're still working on making the Education application forms easier to understand and fill out correctly. There will likely be separate instructions and a 1 or 2-page application form; please watch for them on the Department's webpage, [www.azre.gov](http://www.azre.gov).

The Education Advisory Committee is busy developing a recommendation concerning minimum substantive requirements for school approval. Items for future consideration and discussion include instructor qualifications and the prescribed outline for Broker Management Clinics.

If you have an instructor you want to teach the Broker Management Clinic (BMC), remember that there is a special requirement in effect to teach that class: attendance at two BMCs taught by an instructor who attended the BMC Instructor Development Workshop held several years ago, and passing a Department-administered examination with a score of 80% or better. A list of the instructors who have taken that IDW will be posted on the webpage under "Certified Broker Management Clinic Instructors". After taking the BMCs, contact Colin Austin to schedule the test.

Phase 2 of the Online System is on schedule to roll out this fall. This will allow additional on-line transactions including late-filed renewal applications (in grace year); employing broker license changes and renewals; broker-initiated severances and transfers of licensed employees between offices; and opening and closing of branch offices and changes to the branch office. Because of the potential impact some of these transactions could have, designated brokers will be required to establish a password to provide an additional safeguard of the license information. Salespersons and associate brokers will have the option of including this security feature.

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